

Table of Contents

PROGRAM CONTACT	1
ADMISSIONS	2
WHEN THE DEPARTMENT OR PROGRAM MAKES A DECISION ABOUT AN APPLICANT:	2
<i>Accepted Application:</i>	2
<i>Rejected Application:</i>	3
SAMPLE OF AWARD LETTER: NOTE: THIS LETTER IS SLIGHTLY REVISED FOR THE NON-BSOM IDPBS	
STUDENT ADMISSIONS.	4
SAMPLE OF REMISSION AGREEMENT:	6
POLICY FOR ALLOCATION OF DOCTORAL STUDENT FELLOWSHIPS	7
REGISTRATION:	8
GRADES	9
PROCEDURES FOR SUBMISSION OF GRADES	9
DEFINITION OF GRADES	10
RETENTION STANDARDS	10
STUDENT WITHDRAWALS	11
VACATION, SICK, PARENTAL LEAVE	12
VACATION AND SICK LEAVE	12
PARENTAL LEAVE	12
STEPS LEADING TO GRADUATION	13
COURSE WORK	13
CANDIDACY EXAMINATION	13
APPLICATION FOR GRADUATION	13
GRADUATION CERTIFICATION	14
COMPLETION OF DISSERTATION	14
REQUEST TO SCHEDULE A DEFENSE	14
DEFENSE ANNOUNCEMENT	14
DEFENSE	15
DISSERTATION TO GRADUATE SCHOOL FOR SIGNATURE	15
COPYING THE DISSERTATION	15
REQUIRED FORMS FOR STUDENT COMPLETION	15
COMMENCEMENT	16
TIME EXTENSIONS	17
TRANSFER OF CREDIT HOURS	17
SAMPLE OF CANDIDACY EXAMINATION REPORT	19
SAMPLE OF REQUEST TO SCHEDULE DEFENSE FORM	20
SAMPLE OF DISSERTATION DEFENSE REPORT	21
FELLOWSHIP PAYROLL	22
COURSE INFORMATION	23
COURSE LISTS	23
ESTABLISHING NEW COURSES OR COURSE REVISIONS	24
SAMPLE OF INSTRUCTIONS FOR NEW AND REVISED COURSE PROPOSALS	25
<i>Graduate Curriculum Committee Course Proposal Form for Courses Numbered 5000 and Higher</i>	25
<i>Signature Form for GCC Curriculum Changes</i>	29
<i>Instructions for Completing the Graduate Curriculum Committee’s Course Proposal Form</i>	30
GRADUATE CURRICULUM COMMITTEE COURSE SUBMISSION PROCEDURES	32

Program Contact

Program Directors are the contact persons for the Graduate Programs Coordinator. Any questions or problems will be routed to you. This will insure that individual departmental or program policies will be followed and that you will be kept informed of any potential problems or changes in policy.

Admissions

Applications are sent to the Graduate Programs Coordinator in the Office of Research & Graduate Studies by the Graduate School when applications are complete. There they are logged in and forwarded to the graduate directors. Electronic applications are forwarded directly to the program's email address by the Graduate School.

When the department or program makes a decision about an applicant:

Accepted Application:

(Department or Program Responsibility)

1. Applications must be reviewed by the Graduate Studies Committee before they are submitted to the Graduate Program Coordinator (GPC) for processing.
2. The original Accept/Reject form and a copy of the complete application materials should be sent to the GPC in the Office of Research & Graduate Studies, Brody 1N-11.
3. If the admission includes contingent conditions to be met by the prospective student (such as, finishing a MS degree, taking a special class and receiving a grade of B or better, etc.), should be included on the A/R form in the "Comments" section or this information should be included in an attached letter containing the specifics.
4. Include on the form whether the student will receive a full financial package, partial financial package, or no financial package, as well as, source of any support – state graduate student position, departmental funds, Graduate School, grant.
 - a. Full Financial Package: \$21,500 per academic year, in-state and out-of-state tuition remission, medical insurance reimbursement up to \$1,000
 - b. Partial Financial Package: Any parts of the full financial package; however, if the student is to receive an out-of-state remission he/she must also be awarded a fellowship of at least \$5,000 per academic year.
 - c. No Financial Package: In this instance the student accepts responsibility for all school expenses.

(Graduate Programs Coordinator Responsibility - GPC)

1. The accepted A/R form will be examined to verify policy compliance. The A/R form will then be mailed to the Graduate School for processing. If the student is international, a memo detailing funding for the student will also be sent with the A/R form to the Graduate School containing the information to prepare the I-20 form.
2. If the student is receiving any financial package, the GPC will prepare and mail an award letter to the student with a copy to the graduate director. The award letter will have agreement forms enclosed for the student to return if they accept the fellowship and/or tuition remission. (Sample of letter and agreement forms below)
3. If the student returns the agreement form(s), the GPC will send a copy to the graduate director.

Rejected Application:

(Graduate Directors Responsibility)

1. The original A/R form should be sent to the Graduate Programs Coordinator. Copy of the application materials is not necessary.

(Graduate Programs Coordinator Responsibility)

Graduate Programs Coordinator will forward the A/R form to the Graduate School for processing.

Sample of Award Letter: Note: This letter is slightly revised for the non-BSOM IDPBS student admissions.



**The Brody School of Medicine
Office of Research & Graduate Studies**

East Carolina University
Brody 1N-11
Greenville, NC 27834
252-744-2808 office – 252-744-0203 fax

Dear _____ :

I was pleased to learn from Dr. Patrick Pellacane, Dean of the Graduate School, that you have been offered a position as a graduate student in the doctoral program in the Department of _____ beginning _____. I hope you will decide to pursue your education with us and look forward to welcoming you in person.

If you decide to accept our offer, you will receive the following:

- ❖ Fellowship from the Office of Research & Graduate Studies/BSOM for 3 years in the amount of \$21,500/per academic year which will be paid twice monthly from July 1 – June 30. First year awards are prorated for August – June. Checks are released on the 15th and last working day of each month. (Please read the attached Award Conditions and Requirements.)
- ❖ Remission of all tuition and fees for 3 academic years. (Please read the attached Award Conditions and Requirements.)
- ❖ Reimbursement of up to \$915 for medical insurance.

After the 3 year award, the student generally receives financial assistance from the department or mentor's grant.

To verify acceptance of the award, please sign the form that is attached and return it to: Ms. Katrina Searcey, The Brody School of Medicine at East Carolina University, Office of Research & Graduate Studies, Brody 1N-11, Greenville, NC 27834. You may also fax the signed form to (252) 744-0203. A copy of the form is enclosed for your records. To insure that this fellowship award is reserved for your use, please return the signed acceptance form by _____. This deadline is necessary because the number of meritorious applicants exceeds the number of available awards.

If your present address changes prior to enrollment, please notify my office so that additional correspondence may reach you in a timely manner. You will be receiving additional information concerning orientation and registration.

If, after officially accepting our offer of admission and fellowship award, you decide to change the date of admission or withdraw your application, please notify my office in writing.

Thank you for your interest in our programs. I look forward to your acceptance of admission. If you have any questions concerning your fellowship, registration, or other items, please contact Ms. Katrina Searcey at (252) 744-2808 or searcyk@ecu.edu.

Sincerely,

George J. Kasperek, Ph.D.
Assistant Dean of Graduate Studies

kms

Enclosures

Sample of Remission Agreement:

**Brody School of Medicine Ph.D. Graduate Research Fellowship
Award Conditions and Requirements**

1. The fellowship and tuition remission is awarded for two or three (as stated in your award letter) years based on recommendations by the department with which the student will be affiliated. Source of funding for the awards can be state, grant, or other department/school funds. After the 2 or 3 year period, the student usually receives support from the department or mentor.
2. Fellowship and remissions are awarded for one (or part of one) academic year (July - June) at a time. The remission award is made with the understanding that the student will make an honest effort (see attachment) to attain residence status (if applicable) for tuition and fees after 1 year in the program.
3. The tuition remission covers the total cost of tuition and fees as stated in the attached award letter.
4. To receive a fellowship and remission of tuition and fees, a student must meet all the following conditions:
 1. Admitted to a Ph.D. program in the School of Medicine,
 2. Physically present on campus and actively enrolled as a Ph.D. student in the School of Medicine,
 3. Recommended for the award by the department of affiliation,
 4. Maintain academic standards set by department of affiliation.
5. The fellowship and/or remission may be terminated at any time for any one of the following reasons:
 1. Termination or withdrawal from the Ph.D. program,
 2. Failure by student to maintain academic standards set by the department of affiliation,
 3. Failure by student to progress through program of study at a rate expected by the department of affiliation,
 4. If the student requests and is granted a leave of absence from program,
 5. If the department of affiliation suggests student take a leave of absence from program.
 6. When eligible, the student fails to make an honest effort to have out-of-state status changed to in-state.
6. The Brody School of Medicine is not obligated to award a fellowship or tuition remission for in- or out-of-state tuition and fees. Reasons for non-award include, but are not limited to, failure to obtain or transfer visa; inability of the student to report to campus or actively enroll in the program of study. In the event a student reports to campus later than the stated date, the fellowship and remission may be pro-rated based on time of arrival and active enrollment.

My signature below indicates acceptance of the offer of admission beginning _____ academic year or semester to the Ph.D. program in the Department of _____ at the Brody School of Medicine at East Carolina University.

My signature below also verifies that I have read, understand, and agree to all the conditions and requirements listed above concerning award, receipt, and termination of a graduate research fellowship and tuition/fees remission awarded by the Brody School of Medicine at East Carolina University.

Signature: _____ Date: _____

Policy for Allocation of Doctoral Student Fellowships

The institutional funding for Research and Graduate Studies must be maintained or increased to meet our mission of increasing both research and the number of graduating Ph.D. students. It is understood that this funding will serve as seed money and provide the stable base on which to build increased support for these programs from extramural sources. These institutional funds will be transferred into separate accounts administered by the Associate Dean for Research and Graduate Studies and used as stated below:

1. Each basic science department and the Interdisciplinary Program in the Biological Sciences will have a base of five fellowships supported by institutional funds. Three years of support for each of these five fellowships is guaranteed.
2. The remaining institutional monies will be used by the Associate Dean for Research and Graduate Studies to support research initiatives and additional BSOM doctoral student fellowships. These additional fellowships will be allocated based on:
 - a. The number of students in the department or program whose fellowship, tuition, and insurance is paid for by other means. For each two students fully funded by other means, an additional fellowship will be available to the department or program. Each department or program will have equal access to these fellowships. For example, no department or program will get two fellowships until each program that qualifies for one additional fellowship receives that fellowship.
 - b. The quality of the applicants. The minimum criteria for a fellowship are a combined GRE (Q+V) of 1000 or greater and a GPA in their last two years of 3.2 or greater.
3. To insure that no students will be harmed by this policy, funds will be held in reserve to provide a safety net for students funded from other sources such as grants.
4. Each department or program will be allocated 3 fully funded out-of-state tuition remissions. Any unused remissions will be distributed by the Associate Dean for Research and Graduate Studies. Students enrolled as of January, 2004 will be grandfathered under the conditions in place at the time they were enrolled. In short, US citizens must show a good faith effort to attain in-state status, international students will have their tuition paid until they graduate.
5. This policy will go into effect Fall semester 2004.

Registration:

Prior to registration deadlines, the Graduate Programs Coordinator will email memos, course lists, and registration forms to the graduate directors and the students. The graduate director should provide a copy of this information to the advisors that will be assisting students with the registration form. Please make sure that all your students registrar and that the forms are signed by the appropriate person. The graduate director or advisor is responsible for emailing the approved student schedule form to the Graduate Programs Coordinator for registration. Prior to census day, the Graduate Programs Coordinator will notify you if any of your students have not registered. **If students have not registered and paid fees by census day, out-of-state waivers will be revoked by the Graduate School.**

Grades

Course grades must be submitted by the instructor through One Stop. Each semester, the registrar's office will send out a reminder (via email) prior to the grading deadline.

Procedures for Submission of Grades

1. Using your web browser, go to the OneStop (<http://onestop.ecu.edu>) to log in, using your ECU Exchange user name and password. Click Submit once you have filled in this information.
2. Be sure you are on the **Tools** tab of OneStop.
3. Under the Courses section click on **Enter Final Course Grades**.
4. Select a course from the drop down box, and click **Submit**.
5. Your next screen will include your course roster, and a column to assign the grade to the student. The comments and date field are optional.
6. Once a grade has been entered for every student on the course roster, click **Submit for Review**.
7. The course roster will be brought back up with the grades you have entered. Once you have verified that the grades you entered are correct, click **Submit Final Grades**. To make a change to a grade, you may click the **Make a Change** button, and follow the same procedure.
8. Once the **Submit Final Grades** button has been clicked, you will not be able to change grades, without submitting an Instructors Change of Grade form to the Office of the Registrar.
9. This process will update the database upon submission. Those grades reported are immediately available to students via OneStop and AVRS.

NOTE: Failure to submit grades on time will result in the student receiving a grade of "I" which will remain on the transcript after the "I" has been removed.

Definition of Grades

1. A – Excellent
2. B – Good
3. C – Passed
4. I – Incomplete – The grade of I is given for a deficiency in the quantity of work done in a course. “I” grades must be resolved within one calendar year or a grade of “F” will automatically be assigned. No exceptions to this policy will be allowed. No student will be allowed to graduate with an incomplete on his or her record.
5. IP – In Progress – A special grade reserved for capstone courses such as thesis, dissertation, professional paper, internships, practica, and similar courses. The “IP” grade is removed with the course is successfully completed. The grades in these courses are not included in meeting the cumulative “B” average required for graduation.
6. F – Failure
7. N – Audit

A department or program may elect to accept a grade of “C” to fulfill course requirement; however, the credit hours for the course will not be counted as part of the required 58 semester hours required for the degree.

Retention Standards

1. Students must maintain a cumulative “B” average in all formal course work while enrolled in doctoral programs, based on semester hours of “A” graded work equal to or exceeding semester hours of “C” work. If the cumulative average falls below “B”, the student’s program is subject to termination. However, at the discretion of the student’s department, one or two semesters of additional course work may be allowed to bring the cumulative average to “B” or better
2. No grade less than “B” in a graduate-level course may be used to satisfy any part of the minimal credit hours required for the Ph.D. or EdD degree. A grade less than “B” in a course defined by the student’s department as being essential for the doctoral degree might, at the department’s discretion, result in program termination.
3. A cumulative “B” average in graduate-level courses is a prerequisite for the administration of the Ph.D. candidacy examination and of the EdD qualifying and comprehensive examinations.
4. The Ph.D. student’s department and individual advisory committee are responsible for evaluating research skills with respect to potential for independent and creative research. Failure to meet departmental standards may result in program termination.

Student Withdrawals

Students who wish to withdraw from the Ph.D. program should go to the Registrar's office, Whichard 100, to complete paperwork. The student will need to get signatures on the form and return it to the Registrar's office.

The GPC should be notified to remove the student from the fellowship payroll as soon as possible. Please provide an end date for the fellowship.

Vacation, Sick, Parental Leave

Vacation and Sick Leave

At present, there is no uniform school-wide policy for vacation and sick leave.

Parental Leave

A doctoral student may take up to two weeks of parental leave in addition to days of vacation leave specified by their department or program. In exceptional circumstances the Associate Dean for Research and Graduate Studies may grant additional parental leave. This additional leave should be requested by the student, the student's advisor, and the Graduate Committee of the department or program.

Steps Leading to Graduation

Below is a list of the items the student, department, or GPC need to complete for the student to graduate. Samples of forms can be viewed at the end of this section.

- ❖ Completion of 58 semester hours
- ❖ Candidacy exam
- ❖ Application for Graduation
- ❖ Graduation Certification
- ❖ Completion of dissertation
- ❖ Request to Schedule a Defense
- ❖ Defense announcement
- ❖ Defense
- ❖ Dissertation to Graduate School for signature
- ❖ Dissertation to GPC for copying
- ❖ Completion of forms by student: Graduation Information, Dissertation Agreement; Survey of Earned Doctorates
- ❖ Deposit original and copies of the dissertation in Joyner Library
- ❖ Distribute forms signed by the library to Graduate School, Registrar's Office, and the Office of Research & Graduate Studies/BSOM

Course Work

A minimum of 58 semester hours is required to graduate. Of the 58 hours, 18 can be dissertation research hours.

Candidacy Examination

Students should not register for dissertation until they have passed the candidacy examination. Once the examination is complete, the form should be completed and sent to the GPC. Forms are available from the GPC on or before the student's examination.

Application for Graduation

Application for Graduation forms must be submitted to the Registrar's Office by the student at least 1 semester before the anticipated graduation date. The student can obtain the form from the GPC or the Registrar's Office. If the student cannot complete requirements by the anticipated graduate date, the student should notify the GPC who will notify the Registrar's Office to change the student's graduation date.

Graduation Certification

Graduation Certification paperwork will be compiled by the Graduate Programs Coordinator.

The GPC will send the student's course list to the program Graduate Director to sort courses by required and elective designations. **Note:** Courses with grades of "C" or below or courses below the 5000 level cannot count toward the 58 credit hours needed for the degree and should receive neither a required nor elective designation.

After the GPC completes the Certification paperwork, it will be sent to the department or program for signature.

Return the Certification paperwork to the GPC after signing so it can be processed through the registrar's office.

If the Graduation Certification is not submitted by the due date, the student will not be allowed to graduate.

Completion of Dissertation

The student must complete writing the dissertation, submit a final version to his/her advisory committee for approval before further steps can be completed.

Request to Schedule a Defense

Before the student defense is scheduled, a "Request to Schedule a Defense" form (see sample at the end of this section) should be completed and sent to the GPC. The form verifies that the student's committee agrees the dissertation is complete and the student is ready for the defense. With the information provided on the form, the GPC will schedule a representative from the Office of Research & Graduate Studies to attend the defense. The Office of Research & Graduate Studies can request an alternate date for the defense if the representative cannot attend the suggested date.

Defense Announcement

Once the defense date is approved, either the department, program, or the student should e-mail the GPC information to forward to all faculty in the BSOM announcing the defense. The information can be short and to the point like a seminar announcement or include any additional information the program or student require, such as the student's cv. The GPC will send out

the electronic announcement, but the program is welcome to send out hard copy announcements if desired.

Defense

The representative from the Office of Research & Graduate Studies will bring the Defense Form (see sample at end of section) to the defense. At the successful conclusion of the defense the advisory committee and the departmental chair or program director should sign the defense form and the dissertation signature page. The representative will return the Defense Form to the Graduate Programs Coordinator who will forward copies to the appropriate offices.

Dissertation to Graduate School for Signature

After the successful conclusion of the defense, the student should take the original copy of the dissertation and the signed signature page to the Graduate School for signature. The student will need to contact the Dean's secretary for an appointment for the review. The Graduate School will review the dissertation and make note of any changes for the student. If the Graduate School requires any changes to the dissertation, the student will need to make the changes and may need to return the dissertation to the Graduate School for signature.

Copying the Dissertation

The student should present the original dissertation on the required paper to the GPC for copying. The GPC will make the required copies and any extra copies the student needs. The cost of the required copies will be born by the Office of Research & Graduate Studies. Any extra copies will be at the expense of the student. The GPC will put the original and copies in kraft envelopes for delivery to Joyner Library.

Required Forms for Student Completion

Graduation Information – This form requests information needed for the graduation program and forwarding information for the bound copies of the dissertation. This form remains in the GPC's office.

Survey of Earned Doctorates – The GPC will provide this document to the student. The surveys are collected from all universities in the United States and are recorded in a database that contains all Ph.D.'s awarded in the United States. The information is compiled by The National Science Foundation, The National Institutes of Health, The US Department of Education, The National Endowment for the Humanities, The US Department of Agriculture, and the

National Aeronautics and Space Administration. The student should complete and return this survey to the GPC prior to leaving the University.

- ❖ Doctoral Dissertation Agreement Form – The GPC will provide this form. This form will be completed by the student and submitted to Joyner Library with the original and copies of the dissertation. The Library will not accept the dissertation without this form.
- ❖ Dissertation/Thesis Acknowledgment Form – The Graduate School will provide this form to the student when the dissertation is signed. This form is signed by the Graduate School, student, and library. The student will need to distribute copies of the signed form to the Registrar's Office, Graduate School, and office of Research & Graduate Studies/BSOM. This is the last documentation received by the Registrar's Office that confirms the student can graduate.

Commencement

Graduation can occur three times a year: December, May, and July. However, there are only two commencements – December and May. If a student graduates in July, he/she may attend commencement in December if desired.

Cap and Gown. The student should rent a cap and gown through the Student Stores. Cap and gown rental should be done at least two months prior to commencement.

Hood. The student does not need to purchase/rent a hood. The hood is provided by the Chancellor's office at no charge to the student. If the student does not participate, the GPC will forward the student's address to the Chancellor's office so the hood can be mailed to the student.

Time Extensions

The request should be sent to the Graduate Program Coordinator who will forward the request to the Graduate Studies Committee. If the Committee approves the time extension, the Graduate Program Coordinator will forward the request to the Dean of the Graduate School for review by the Graduate School Administrative Board.

PROCEDURES FOR MAKING REQUESTS FOR TIME EXTENSIONS FOR APPROVAL BY THE ADMINISTRATIVE BOARD

Approved by the Graduate School Administrative Board,
January 14, 2002

Requests for time to degree extensions must be submitted for the first meeting of the Graduate School Administrative Board during the semester the student intends to graduate. All such requests must include:

1. The semester the student was admitted to the degree program.
2. The student's registration history while enrolled in the program, e.g., continuous, last time registered, etc. (can use a copy of the RG40 screen from the student data base)
3. The reason(s) for the necessity of the extension.
4. The plan of study the student will follow to complete the degree requirements, i.e., what courses, examinations, portfolios, thesis must be completed.
5. The justification for this plan of study.
6. The specific semester the student will graduate.

Transfer of Credit Hours

Up to 20% of the credit hours in a program may be earned at a different institution. Transfer of credit hours can be requested anytime from admission to 1 semester prior to graduation.

Graduate directors will submit requests to the Graduate Program Coordinator who will distribute copies to the Committee. If the request is approved by the Committee, the Graduate Program Coordinator will submit the request to the Dean of the Graduate School for review by the Administrative Board of the

Graduate School. Ordinarily the board will approve the application of graduate course transfer only if

- (1) the school, program or department so recommends;
- (2) the graduate credit was earned at a regionally accredited institution;
- (3) the student was admitted to a formal graduate degree program at the time the credit was earned with a minimum final course grade of B; and
- (4) the credit can be satisfactorily incorporated within the applicable time frame for completion of all degree requirements (6 years from date transfer credits were earned).

The request must include the following:

- (1) why a transfer of credits is necessary;
- (2) list of courses & credits to be transferred and a list of courses and credits they will replace;
- (3) an original transcript showing the courses to be transferred.

If the request is not received by the Graduate School a semester prior to the semester of graduation, the request will be denied.

Sample of Candidacy Examination Report

Office of Research & Graduate Studies Brody School of Medicine

DOCTORAL CANDIDACY EXAMINATION REPORT

Directions: Complete this form for any students who complete the Doctoral Candidacy Examination and send it to Katrina Searcey, Research & Graduate Studies, Brody 1N-11. Please note: This is a Form and the tab key will take you from one response area to another.

Department:

On _____ (date), _____ (student name and SS#) completed the written and oral portions of the Doctoral Candidacy Examination. The student's advisory committee has determined that: (check one of the following)

- The responses are satisfactory, and the student is recommended to candidacy for the doctorate.
- Some responses are unsatisfactory, and the student is to be re-examined at a specific time. Subjects and time are to be set by the advisory committee.
- The responses are unsatisfactory, but a full re-examination will be administered during the subsequent semester.
- The responses are unsatisfactory, and termination of the program is recommended.

Date

Chairperson of the Department or
Program Director

Chairperson, Student Advisory
Committee

Co-Chairperson, Student Advisory
Committee (if applicable)

Sample of Request to Schedule Defense Form

Request to Schedule Student Defense

Complete and return this form to Graduate Programs Coordinator in the Office of Research & Graduate Studies, Brody 1N-11, at least 2 weeks prior to the defense date.

_____ is ready to schedule the defense exam.

Student Name

The signatures below verify that the dissertation has been read, the research and dissertation are complete or require only minor changes, and that the student advisory committee is satisfied that the student is ready for the defense.

The defense has been **tentatively** scheduled for (date) _____, (time) _____, (rm) _____.

Required Signatures:

_____ Concur Not Concur
Department Chair or Program Director

_____ Concur Not Concur
Chair of Advisory Committee

_____ Concur Not Concur
Committee Member

Date Request Received by the Office of Research & Graduate Studies:

Date approved by Office of Research & Graduate Studies: _____

Office of Research & Graduate Studies Representative: _____

Sample of Dissertation Defense Report

**Office of Research & Graduate Studies
Brody School of Medicine**

**DISSERTATION DEFENSE REPORT
and
RECOMMENDATION TO AWARD THE DEGREE**

Directions: When the student has successfully completed the defense, please have the Chair or Program Director and Advisory Committee sign below. The original form should be delivered to the Graduate Programs Coordinator, Research & Graduate Studies, Brody 1N-11, within 3 days of the successful defense. The Graduate Programs Coordinator will forward the original and copies to the appropriate offices.

On _____, _____, _____, successfully defended his/her dissertation _____, to the satisfaction of his/her advisory committee. Therefore, the Advisory Committee recommends that the Doctor of Philosophy Degree in _____ be awarded _____.

Date

Chairperson of the Department or
Program Director

Chairperson, Student Advisory
Committee

Co-Chairperson, Student Advisory
Committee (if applicable)

Assistant Dean BSOM Office of Research
& Graduate Studies

Fellowship Payroll

Payroll for fellowships is processed by the GPC twice a month. It is the responsibility of the department or program to notify the GPC of any payroll changes by 10 AM on the 1st or 16th of each month. Changes submitted after these dates may not take effect until the next payroll.

At the start of each academic year (by July 25), graduate directors should send a list of new students and their funding source for the fellowship to the Graduate Programs Coordinator in the Office of Research & Graduate Studies. Prior to January 2007, send the old FRS account; after January 2007, send the Banner account information.

Graduate directors in IDPBS tracks other than BSOM, should provide a position # and object code (account in Banner) for each student

Please email all changes for the fellowship payroll to the Graduate Programs Coordinator so there is backup in the student files showing authorization for the change. This is necessary for auditing purposes.

Course Information

Course Lists

Unless the departmental chair has designated this job to another faculty member, it is the responsibility of the graduate director to provide the course information prior to each semester.

The GPC will request information about courses to be offered for Fall and Spring semesters. Normally, no courses are offered during the summer sessions because funds are not available for student tuition and fees.

The information will be requested at least one month prior to registration:

Course Name

Course Number (and section when appropriate)

Credit hours if the course has variable hours (It is now possible to change the credit hours so we don't have to worry about it at the end of the semester. Therefore, if two students take a course, but for different credit hours, they will need to register for different sections of the course.)

Time of course – beginning and ending time (Ex, 0900-0945)

Days course is offered – M, Tu, W, Th, Fr, or M-F or any combination
Building and Room course is taught – (Brody 5E-116, Biotech 110, etc.)

Please note that in order to enter Time, Days, Building, information for all three must be provided. The registrar will not accept partial information. This information should be readily available and therefore, easy to provide.

Maximum enrollment

Instructor



If a course end date does not follow the graduate calendar, please include the date of the examination on the course list form. The GPC will change the course end date with the office of the registrar and the students will not receive an incomplete for these courses. Final grades still must be submitted within 48 hours of the end date.

Late submission of grades results in a grade of “I” for the student. The “I” will remain on the transcript after it is replaced with a grade.

The GPC will compile the course lists and return them to the graduate directors for review prior to submission to the registrar (if time allows). Note, even though changes can be made up until the start of classes, registration is much

smoother and less confusing if all changes in course offerings are made prior to registration.

Establishing New Courses or Course Revisions

New courses and course revisions must be approved by the BSOM Graduate Studies Committee prior to submission to the Graduate Curriculum Committee.

The website for instructions and the form is located at:

www.ecu.edu/gradschool/GCC/index.htm

See sample copy of instructions and form starting next page:

Sample of Instructions for New and Revised Course Proposals

**Graduate Curriculum Committee
Course Proposal Form for
Courses Numbered 5000 and Higher**

Note: Before completing this form, please carefully read the accompanying instructions.

1. Course Prefix and Number:

2. Date:

3. Requested Action (check only one box):

<input type="checkbox"/>	New Course			
<input type="checkbox"/>	Revision of Active Course			
<input type="checkbox"/>	Revision & Unbanking of a Banked Course			
<input type="checkbox"/>	Renumbering of an Existing Course from			
	from	#	to	#

4. Justification (assessment or accreditation based) for new course or course revision or course renumbering:

5. Course description exactly as it should appear in the next catalog:

6. If this is a course revision, briefly describe the requested change:

7. Graduate Catalog Page Number from current Graduate catalog:

Course Credit:

Lecture Hours		Weekly	<u>OR</u>		Per Term	Credit Hours		s.h.
Lab		Weekly	<u>OR</u>		Per Term	Credit Hours		s.h.
Studio		Weekly	<u>OR</u>		Per Term	Credit Hours		s.h.
Practicum		Weekly	<u>OR</u>		Per Term	Credit Hours		s.h.
Internship		Weekly	<u>OR</u>		Per Term	Credit Hours		s.h.
Other (e.g., independent study) Please explain.								
Total Credit Hours								s.h.

9. Anticipated annual student enrollment:

--

10. Affected Degrees or Academic Programs:

Degree(s)/Course(s)	Current Catalog Page	Changes in Degree Hours

11. Overlapping or Duplication with Affected Units or Programs:

	Not Applicable
	Notification & response from affected units is attached

12. Approval by the Council for Teacher Education (required for courses affecting teacher education programs):

	Not Applicable
	Applicable and CTE has given their approval.

13. Statements of Support:

a. Staff

	Current staff is adequate
	Additional Staff is needed (describe needs in the box below):

--	--

b. Facilities

	Current facilities are adequate
	Additional Facilities are needed (describe needs in the box below):

C. Library

	Initial library resources are adequate
	Initial resources are needed (in the box below, give a brief explanation and an estimate for the cost of acquisition of required initial resources):

d. Computer resources

	Unit computer resources are adequate
	Additional unit computer resources are needed (in the box below, give a brief explanation and an estimate for the cost of acquisition):
	ITCS Resources are not needed
	The following ITCS resources are needed (put a check beside each need):
	<input type="checkbox"/> Mainframe computer system
	<input type="checkbox"/> Statistical services
	<input type="checkbox"/> Network connections
	<input type="checkbox"/> Computer lab for students
	<i>Approval from the Director of ITCS attached</i>

14. **Course information: see *Instructions for Completing the Graduate Curriculum Committee Course Proposal Form* for more detail**
- a. **TEXTBOOK(S):** author(s), name, publication date, publisher, and city/state/country
 - b. **Course objectives** student –centered behavioral objectives for the course –
 - c. **A course content outline**
 - d. **A list of course assignments and weighting of each assignment and the grading/evaluation system for determining a grade.**



Signature Form for GCC Curriculum Changes

Course Number/Degree under Revision:

Originating Unit:

Originating College:

	Date	Name	Signature
Unit Chair			
College Curriculum Committee Chair			
College Dean			
Chair, CTE (for programs affecting teacher education)			
Chair, GCC			

Instructions for Completing the Graduate Curriculum Committee's Course Proposal Form for Courses Numbered 5000 and Above

Important:

- Use this form **only** for courses numbered 5000 and above. Courses numbered 1000-4999 should be submitted to the University Curriculum Committee.
- Specific guidelines for submitting curriculum revision packages can be found at these URLs:
 - www.ecu.edu/gradschool/GCC/index.htm

General Instructions:

- Each box on the form must be completed.
- To type in a box, merely put your cursor in the box, left-click once with the mouse, and type.
- Save the form as a Microsoft word document and submit electronically according to the instructions for submitting curriculum packages given here: at www.ecu.edu/gradschool/GCC/index.htm.

Instructions for each Item on Course Proposal Form: The instructions numbered below refer to each numbered box on the GCC Course Proposal Form. Please complete the form in its entirety according to the following directions.

1. List the prefix and course number for the course, e.g., **GEOG 5000** or **EXSS 6345**.
2. Type in the date the form was completed in the format: mm/dd/20yy
3. Put an "X" in the appropriate box. Remember that if you are requesting approval for a new course, before choosing the course number you must first obtain e-mail verification from the Registrar's Office giving their approval for the number you desire. If you are renumbering a course, type in the old and new numbers in the appropriate boxes. Otherwise, leave those two boxes blank. Forward the Registrar's e-mail verification to the GCC chair with your curriculum package.
4. Type in the reason why your unit wishes to offer this course. The justification must indicate how the course responds to the **assessment** of student learning in the academic program. Cite specific **outcomes of unit assessment** of student progress, unit self-assessment, and evidence of student learning which led to the development of the course. If the course is recommended to meet the standards of certain **accrediting agencies**, provide documentation to the GCC chair.
5. Type in the course description as it should appear in the catalog. Include the course prefix, number, title, s.h. credit, and description **in the correct order**. When

applicable, also include Formerly, Same As, and Credit Statements, Lecture/lab/practicum hours, prerequisites/corequisites, etc. **Please use correct punctuation** to prevent clerical errors from appearing in the final version of the catalog. Here is an example:

BIOL 5450, 5451. Histology (4,0) 2 lectures and two 2-hour labs per week. P: 4 Biology courses. Organization of cells, tissues, and organs at microscopic level.

ENGL 6390. Advanced Studies of Science Fiction and Fantasy (3)
Traditional and contemporary science fiction and fantasy. Emphasis on historical trends, problems, and contemporary movements.

6. If the requested action is the revision of an existing course, briefly describe the change(s).
7. Type in the page number the course description will appear in the "Courses" section of the printed graduate catalog.
8. Put the appropriate number of hours in the appropriate box.
9. Type in the estimated annual enrollment in the proposed course.
10. Type in the appropriate box the degree(s) and or course(s) at both the undergraduate and graduate levels, if any, for which this course is required or prerequisite. Include any changes in credit hours required for degree. **It is the responsibility of the unit submitting this proposal to cite the appropriate pages to ensure catalog revision.** To obtain references search OneStop using the course reference tool.
11. Is there any overlapping or duplication of the proposed course with existing ECU courses? If so, the proposing unit must contact the affected units/programs and forward their responses electronically to the GCC. Type an "X" in the appropriate box. The GCC does not require that you obtain APPROVAL from other units/programs, just that you NOTIFY them and obtain a response. If we believe that your proposal overlaps with an existing course/program that you did not identify, we will table your proposal until we receive a written response from the affected unit.
12. Does the proposed curriculum revision have any effect upon course(s) required for teacher education? If so, approval for the change must be obtained by the Council for Teacher Education (CTE) **before** seeking Graduate Curriculum Committee approval. Type an "X" in the appropriate box.
- 13 a-d Type an "X" in the appropriate box in each of the six boxes.
14. Course information: The information for the course should include :
 - text(s) and/or readings,

- Course behavioral objectives. Objectives must be stated using outcome-based illustrating verbs. The following website: faculty.washington.edu/krumme/guides/bloom.html offers an excellent guide for writing course objectives
- course content/topical outline
- course assignments, assignment weighting, and grading plan. **Note:** *For 5000 courses, differences in course requirements for undergraduates and graduate students taking the course must be included.*
- **Do not include** instructor names, policies, or other instructor-specific information (e.g., academic dishonesty policies, etc.).

Editorially revised – September 2005

Graduate Curriculum Committee Course Submission Procedures

The Graduate Curriculum Committee has an e-mail account for submission of electronic curriculum forms, proposals, and memoranda of request. Inquiries about the guidelines for submitting curriculum packages may also be sent to the [Graduate Curriculum Committee](#)

All materials for review and action by the Committee must be sent to the Committee Chair at gcc@mail.ecu.edu as an e-mail attachment. One signed copy of the signature form for each curricula package must also be received by the committee chair before the committee considers the package. All materials for consideration must be received by the Chair by 5:00 p.m. two weeks prior to the scheduled committee meeting. The electronic format files will be posted to the committee web site for viewing by all interested parties. It is the responsibility of proposers submitting materials to the committee to ensure that the hard copy and the electronic files are received by the Chair by the deadline. It is not necessary to mail copies to all committee members.

Before Submitting to the GCC:

Before the Graduate Curriculum Committee will consider a curriculum revision package, the proposers must complete each of the following steps:

- 1) Secure approval of the college/school curriculum committee for the requested curriculum changes. The college/school curriculum committee chair must sign one Signature Form (see below) for your changes.
- 2) Secure approval from the Council for Teacher Education if curricula revision has any impact upon any course required for a teacher education program. Signature from the chair of CTE is required on the Signature Form.
- 3) Secure e-mail verification from the Office of the Registrar for any new or unbanked course numbers. Secure e-mail verification from the Office of

Academic Programs for proposed new prefixes. These e-mails should be included as part of the curricula package submitted electronically to the GCC.

GCC Submission Process:

The process the unit/college/school liaison uses to submit curricular changes to the GCC is:

- 1) Prepare a complete curriculum package (described below). Each electronic document should be prepared in Microsoft Word format (.doc). Save each required e-mail in outlook format (.msg). **Do not send any part of the package until it is completed.**
- 2) Fill out one Signature Form for the entire curriculum package, collecting all of the appropriate signatures described above.
- 3) Attach each electronic item in the curricula package to an e-mail and send to: gcc@mail.ecu.edu. Materials must be submitted electronically by 5:00 pm, two weeks prior to the scheduled GCC meeting.
- 4) Prepare one hard copy of the entire curriculum package and deliver the hard copy and the completed Signature Form to the Graduate Curriculum Committee chair by 5:00 pm, two weeks prior to the scheduled GCC meeting.
- 5) The GCC chair will send an e-mail receipt of your electronic package. A few days prior to the committee meeting, the chair will notify all proposers of the time they should appear before the committee.

Warning: Occasionally, electronic mail inexplicably disappears. It is the responsibility of the proposing unit to verify that the GCC chair has received the submission. If the GCC chair does not confirm receipt, you must contact the chair.

Complete Curriculum Package:

A complete curriculum package consists of a collection of electronic files. Each file should be in Microsoft Word format (.doc) except for email messages, which should be in Microsoft Outlook format (.msg). Any electronic files not in these formats will be returned, delaying their consideration. Moreover, it is important that you turn off the tracking changes option in Microsoft Word. Any Word file submitted with tracking changes turned on will be returned. The required files to make up a complete curriculum package are:

- 1) **Explanatory Memo:** A separate Microsoft Word document containing a cover memorandum outlining the package that is being submitted. The memorandum should be on office stationary and then scanned into an electronic document.

- 2) **Course Proposal Forms:** Separate Microsoft Word document(s) for each new or revised course proposal form, or, use the banking/unbanking form if appropriate.
- 3) **Marked Catalog Copy:** A separate Microsoft Word document containing marked catalog copy, clearly illustrating the proposed curricula revisions to the existing catalog. Catalog copy includes both degree requirements and course descriptions. **Catalog revisions must be marked as follows:**
 - Deletions should be marked in **red, strikeout font**
 - Additions should be marked in **blue, underline font**
- 4) **Final (unmarked) Catalog Copy:** A separate Microsoft Word document containing the final catalog copy **exactly** as it should appear in the next catalog.
- 5) **E-mail messages** from the Registrar's Office, affected departments, etc.
- 6) **Signature Form:** Scan a copy of the completed signature form into a PDF file.

NOTE: Any curriculum package not adhering to these requirements will be returned, thus delaying their consideration by the GCC.

Additional Information:

- The current catalog can be obtained at www.ecu.edu/aa/. By choosing the "text select" tool, you can copy the appropriate portions of the catalog into a Microsoft Word document in order to prepare the catalog copy. Reformatting is sometimes necessary.

Revision Log

Document created 7/2004
Revisions: 8/2006